



City of Bothell™

**CIVIL SERVICE COMMISSION
CITY OF BOTHELL**

**Special Meeting
AGENDA**

Wednesday, March 22, 2017
City Hall – Room 127
5:30 PM

1. Call to Order
2. Roll Call
3. Review of Minutes from December 21, 2016 meeting
4. New Business
 - A. Certification of Entry Level Police Officer Eligibility List
 - B. Request to remove names from Eligibility Lists
 - C. 2016 Annual Report
5. Reports
 - A. Personnel Change Notices available for review
6. Adjournment

MEMORANDUM

Police Department



City of Bothell™

DATE: March 21, 2017
TO: Bothell Civil Service Commission
FROM: Captain Denise M. Nielsen
SUBJECT: Entry Police Officer Candidate Testing Results

The Police Department completed an interview process for the position of entry-level police officer and is requesting certification of the entry level eligibility list.

The Department interviewed a total of seven entry-level candidates on February 22, 2017, utilizing an oral board interview panel. The panel consisted of an officer, detective, and a sergeant.

Throughout the oral board interviews, each candidate was evaluated on the following core competencies: Communication skills, interpersonal skills and sensitivity, decision making and problem solving, initiative and motivation, flexibility, adaptability and coachability.

Candidates needed to score a minimum of 70% in order to pass the oral board interview. Five candidates passed and two candidates failed the oral board interviews. The oral board scores for the passing candidates were weighted at 70% and then combined with 30% weighted written test scores from Public Safety Testing. Additional points were awarded when applicable for veteran's preference and foreign language fluency.

The final aggregate scores for the passing candidates are as follows:

Emmanuel Castro	102.72%
Eric Gallup	100.96%
Crystal McGuinn	98.97%
Molly Thunder	90.12%
Jacob Descamp	82.68%

The Department requests certification of the updated Entry Level Police Officer Eligibility List.

*Our employee **PRIDE** is showing:
Professionalism, Respect; Innovation, Dependability, Employee Accountability*

Police Department
18410 101st Ave. NE
Bothell, WA 98011
425.486.1254
www.ci.bothell.wa.us

March 22, 2017

To: Civil Service Commission

From: Susan Wolf, Secretary/Chief Examiner

Re: Removal of names from Eligibility Lists

The following name(s) will be removed from the Entry Level Police Officer Eligibility List for reason(s) indicated:

- | | |
|------------------|-----------------------|
| 1. Matthew Mores | Withdrew from Process |
| 2. William Chang | Withdrew from Process |
| 3. Aaron Larson | Withdrew from Process |

The following name(s) will be removed from the Entry Level Firefighter Eligibility List for reason(s) indicated:

- | | |
|-------------------|-----------------------|
| 1. Tyler Griffith | Hired by Bothell Fire |
| 2. Jeremy Benson | Hired by Bothell Fire |
| 3. Sara Ives | Hired by Bothell Fire |



CIVIL SERVICE COMMISSION ANNUAL REPORT

2016

CIVIL SERVICE COMMISSION MEMBERS

Bob Posey Chairman, Exp. 3/31/2018
Michael Fann Commission Member; Exp. 3/31/2022
Benjamin Mahnkey Commission Member; Exp. 3/31/2020
Susan Wolf Secretary/Chief Examiner

2016 SUMMARY

In 2016, the Civil Service Commission met seven times to attend to pending business. The Commission authorized testing for Entry and Lateral Level Police Officer, Entry Level Firefighter as well a promotional exam for the Fire Lieutenant.

Lists were certified for Entry Level Police, Academy Graduate Entry Level Police, Lateral Police, Entry Level Firefighter and Fire Battalion Chief.

The Civil Service Commission sent Benjamin Mahnkey and Susan Wolf to the 35th Annual Civil Service Conference, which was held in Wenatchee, WA in September 2016.

2016 Diversity Summary

Males

Position	Total	Asian	Black	Hispanic	Nat. Hawaiian or Pac. Islander	Am. Ind or Alaska Native	White	2 or more races	UNK
Fire Battalion Chief; 2015-00025									
Application Received	0								
Interviewed	7						7		
Hired	0								
Entry Police Officer; 2015-00028									
Application Received	0								
Interviewed	34	4		2			25		
Hired	2						2		
Entry Police Officer; 2016-00003									
Application Received	178	17	11	14	2		112	2	6
Interviewed	69	7	1	7	2		34	2	6
Hired	2						1		
Lateral Police Officer; 2016-00010									
Application Received	16	1	3	1	1		8		
Interviewed	3		2				1		
Hired	1		1						
Firefighter; 2014-00026									
Application Received	0								
Interviewed	0								
Hired	2	1					1		

Females

Position	Asian	Black	Hispanic	Nat. Hawaiian or Pac. Islander	Am. Ind or Alaska Native	White	2 or more races	UNK
Fire Battalion Chief; 2015-00025								
Application Received								
Interviewed								
Hired								
Entry Police Officer; 2015-00028								
Application Received								
Interviewed	1					2		
Hired								
Entry Police Officer; 2016-00003								
Application Received								
Interviewed			2			10		2
Hired						8		2
Lateral Police Officer; 2016-00010						1		
Application Received								
Interviewed						2		
Hired								
Firefighter; 2014-00026								
Application Received								
Interviewed								
Hired								

2015
2016

2015
2016

4396

898

2014
2014

2016 Diversity Summary

Males

Position	Total	Asian	Black	Hispanic	Nat. Hawaiian or Pac. Islander	Am. Ind or Alaska Native	White	2 or more races	UNK	Asian	Black	Hispanic	Nat. Hawaiian or Pac. Islander	Am. Ind or Alaska Native	White	2 or more races	UNK	
Entry Firefighter; 2016-00018																		
Application Received	639	45	30	48		7	448		25	1	3	1		1	30			
Interviewed	58	5		3			43		4						3			
Hired	0																	
Fire Lieutenant; 2016-00038																		
Application Received	20						15		4						1			
Interviewed	0																	
Hired	0																	
Fire Lieutenant; 2014-00037																		
Application Received	0																	
Interviewed	0																	
Hired	1								1									